

NO FAXED APPLICATIONS WILL BE ACCEPTED

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Data Entry Operator Series
(Office of the Commissioner of Probation)

All applications must be received by: _____

POSITION SUMMARY:

The Data Entry Operator receives Criminal Offender Record Information and other data from various court departments for preparation and entry into the computer system. Receives and updates information from Criminal Justice Agencies and responds to requests for information from these agencies via Electronic Data Processing Equipment. The position title above the entry level performs more complex and varied work. Employees are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Data Entry Operator I - This is the entry level position title within this series. Employees are expected to perform the full range of entry level duties and to train for the next level.

Data Entry Operator II - This is the second level position title within this series. Employees are expected to perform more complex work which requires more knowledge of procedures and the exercise of more independent judgment.

MAJOR DUTIES:

Data Entry Operator I Duties:

Receives Criminal Offender Record Information and other Court Record Information from various court departments for preparation and entry into the data processing system.

Reviews data to ensure accuracy.

Enters data to update criminal records following the codes and standards promulgated by the Office of the Commissioner of Probation.

Receives and responds to criminal offender record inquiries in compliance with standards. Accesses files through knowledge of computer terminal and manual file system.

Processes out of state criminal record requests for probation departments.

Receives notices of firearm renewal disqualifications from various police departments. Updates and enters data into the data processing system and prints copies for the CARI manager to review.

Performs related duties as required.

Data Entry Operator II Additional Duties:

Provides a variety of clerical and administrative support for other departments as necessary

Seals certain Criminal Offender Record Information on the Data Processing System in accordance with established procedures.

Performs quality control checks on Criminal Offender Record Information data and removes erroneous information in accordance with established procedures.

Performs special projects as necessary.

Performs all of the duties of the lower level position title.

POSITION REQUIREMENTS:

Data Entry Operator I Requirements:

Ability to learn codes for manual and automated file systems.

Ability to learn how to interpret Criminal Offender Record Information.

Ability to communicate with various court probation office personnel to obtain missing or incomplete offender record information.

Ability to operate Electronic Data Processing equipment.

Ability to type 40 words per minute.

Possess Electronic Data Processing entry skills.

Data Entry Operator II Additional Requirements:

A minimum of two years of experience as a Data Entry Operator I

Comprehensive knowledge of office procedures, data processing codes and systems.

Comprehensive knowledge of court and probation standards.

SALARY:

Send completed Trial Court Application for Employment to:

Personnel Department
Office of the Commissioner of Probation
One Ashburton Place, Rm 405
Boston, MA 02108

Applications for Employment can be obtained at any court location or administrative office.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER